

MAINTENANCE WORKER III

DISTINGUISHING FEATURES

The fundamental reason the Maintenance Worker III exists is to perform lead supervisory duties and a wide variety of maintenance duties for the safety, cleanliness and maintenance of the City's parks, medians and right of ways in the Community Services Department. This classification is supervisory. Work is performed under the general supervision of a Recreation Coordinator or Service Area Manager. The Maintenance Worker III is distinguished from the other classifications in this series by the lead supervisory duties.

ESSENTIAL FUNCTIONS

Personifies leadership and promotes shared responsibility, teamwork and continuous improvement by assisting the coordinator in planning, organizing, observing and directing a variety of ground maintenance activities.

Performs lead supervisory duties. Effectively supervises and trains maintenance staff; writes performance evaluations; handles and documents disciplinary issues and concerns with employees.

Demonstrates a respect for employees at all levels.

Adheres to yearly maintenance calendar in order to properly schedule equipment and follow proper horticulture practices. Works closely with park coordinator to establish weekly and quarterly schedules/calendars.

Prioritizes and assigns daily work; monitors works to ensure completion and provides daily feedback to maintenance workers.

Maintains accurate records of work activities; performs monthly audits and maintains work management system reports.

Keeps coordinator informed of hazards or problems in the field and takes corrective action; responds to emergencies and changing priorities; recommends improvements.

Maintains parks inventories; schedules and picks up tools and equipment for assigned park(s). Operates and maintains a variety of equipment including front end loader, backhoe, dump truck, boom truck, power sprayer, trencher, tractor, turf sweeper.

Uses various hand tools such as shovels, rakes, power sprayers, chain saw, backpack blower, etc.

Continuously evaluates service levels and makes appropriate recommendations to improve efficiency.

Assists park coordinator with preparing the maintenance budget for specific area of responsibility.

Regularly monitors maintenance budget to ensure it is not overspent; orders supplies.

Assists with overseeing various construction projects in assigned park; may attend pre-planning contractor meetings.

Responds to, and addresses concerns in a timely manner; communicates with the general public, volunteer liaison, and other city departments.

Meets regularly with park coordinator to schedule necessary material and equipment for scheduled park special events; initiates work orders related to building and mechanical maintenance needs.

Understands and performs irrigation installation, maintenance and repair on irrigation lines and heads (pop-ups, multi-port emitters, bubblers, and rotors).

Fully understands and programs the Motorola irrigation controller system and adheres to established water allocation; sets flow rates.

Assists the irrigation crew by exposing irrigation lines, raising and lowering valve boxes and lids; repairing broken lateral PVC lines 1 ½" or smaller. Understands and complies with the requirements set by the Arizona Department of Water Resources.

Plants and prunes trees and shrubs utilizing proper methods according to Arizona Landscape Professional standards.

Calibrates seed and fertilizer spreaders to uniformly plant seed and fertilize turf through out the year; calibrates and applies liquid fertilizer and seasonal herbicide control. Problem solves plant deficiencies; effectively schedules staff to perform seasonal planting and seeding; selects seed, turf and plant materials.

Performs route maintenance work, maintains playgrounds, ball fields, tennis courts, walkways, bike path, trails, and equestrian arenas; cleans ramadas, trails; sweeps sidewalks, etc.

Inspects for and responds to park public safety hazards; field problems, and emergencies; changes priorities and takes corrective action.

Initiates and tracks work orders, performs demand work, route maintenance, seasonal planting. Inspects park for public safety and makes recommendations for improved efficiency.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Methods, tools, materials, and practices used in grounds maintenance.

Proper supervisory techniques to effectively supervise, schedule, monitor, train; and review assigned maintenance staff; document and handle disciplinary issues and concerns

Irrigation installation, maintenance and repair

Ability to:

Perform maintenance functions maneuvering small objects requiring manual dexterity.

Bend/stoop repeatedly, and lift arms above head.

Exercise good physical and hand/eye coordination.

Move heavy objects over 50 lbs and work at heights greater than 10 feet.

Perform basic math calculations and make precise measurements

Operate a motor vehicle, heavy equipment and various hand tools.

Understand and follow proper safety field techniques

Work in a variety of weather conditions including extreme heat.

Understand and make inferences from written material and written or verbal instructions.

Maintain detailed records of activities, works orders and inventories

Operate a hand radio and standard office equipment including a personal computer and related software.

Communicate effectively; establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education or experience equivalent to three years grounds/parks maintenance related work experience including experience in horticulture techniques and practices.

Previous supervisory experience is preferred.

Must have three of the five following certifications: Irrigation, Certified Water Auditor, AZ Backflow

General Tester, Qualified Heavy Equipment operator, AZ Certified Landscape Professional, International Society of Arboriculture, or Arizona Certified Pest Control Applicator possessing both turf and ornamental status (F).

Special Requirement

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date (Class B with air brake endorsement). As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements. Individuals in this classification are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382. They must have a good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Dependent upon specific needs of the division, individuals in this classification may be required to obtain other Horticultural Certifications as required.